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ABSTRACT

A study examined the attitudes of Pennsylvania employers toward General Educational Development (GED) programs and the employment experiences of persons who have earned a GED certificate. The first of the study's surveys was mailed to 100 employers (including the 50 largest) throughout the state. Based on the surveys returned, the study sample was expanded to 178 employers to provide a sampling representing the different numbers of employees in a business, types of businesses, and geographic locations within the state. A 68 percent rate of return was obtained for the combined mailings. Additional data were obtained from a survey of GED graduates who had either been hired or been interviewed for employment since obtaining their GED certificate. When comparing persons holding GED certificates to persons who had earned regular high school diplomas, the employers tended to view the GED graduates as older, more highly motivated, and more mature than their high school graduate counterparts. The employers did not tend to associate either degree with a particular socioeconomic status. Nearly 50 percent of the employers surveyed were unaware of exactly what the GED test measured and tested. The most prevalent perception of the GED program by those who were familiar with it was that it offers persons a second chance at a diploma. Many employers expressed frustration over their lack of knowledge about the workings and benefits of the GED and recommended that more be done to publicize the benefits of and improve the public image of the GED program. (Appendixes include the various survey letters and forms, information about the employers included in the survey, and information on job availability and occupational demand in Pennsylvania and in the greater Harrisburg area.) (MN)

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A Section 310 Special Project

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TITLE PAGE

G.E.D. CREDIBILITY AND ACCEPTABILITY

A Section 310 Special Project

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July 1, 1986-June 30, 1987

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Copies of this report are available through AdvancE, Pennsylvania's Adult Education Clearinghouse, 333 Market Street, Harrisburg, PA 17126-0333.

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TABLE OF CONTENTS

Abstract

Introduction	P 1
Caveat	3
Recommendations	4
Perception and Policy	5
Field Interviews	6
The Results	8
Employment Practices and Perceptions	
Credibility and Acceptability	
Employability	9
Variables	11
Conclusions	13
And What Of The GED Alumni?	14
Appendix A	16
Appendix B	17

ABSTRACT:

This project surveyed a sampling of employers throughout Pennsylvania and a sampling of adults who had completed a preparation program for the General Education Development (GED) Test to determine employment practices and employer attitudes pertaining to the credibility and acceptability of the G.E.D. credential.

Introduction:

This project was developed to obtain some first-hand information from employers and GED "graduates" as to the credibility and acceptability of the GED credential as viewed by those persons responsible for hiring into jobs in businesses in Pennsylvania. The project does not pretend to be a definitive survey of employer attitudes, but the information contained in this report can be used as a guideline for future activities designed to familiarize employers with characteristics of the G.E.D. program and adults who complete the program.

The survey took place from September, 1986 through May, 1987.

A cover letter and survey form (see Appendix) were mailed to 100 employers throughout the state including the 50 businesses employing the largest numbers of workers.

On the basis of survey forms returned from the first mailing, the listing was expanded (see Appendix) to 178 employers to provide a sampling of employers on the bases of number of employees, type of business and geographic location within the state.

The results of the first and second mailings (68% return) were collated and tabulated using these characteristics to identify employer attitudes and practices in hiring as they related specifically to G.E.D. graduates.

Follow-up, personal interviews were accomplished using trained interviewers and/or adult educators involved with GED preparation programs. Because of budget limitations these field interviews were limited to 10% of the respondents again using size, type of business and geographic location as sampling restrictors.

An additional survey was accomplished by contacting a sampling of GED graduates who had either been hired or who had been interviewed

for employment since completing the GED program and receiving the GED credential.

Mention should be made that supplemental information explaining the G.E.D. program was mailed to employers between the mailed interview survey forms and the field interviews. This established a pre/post basis for determining, to a limited extent, what effect supplemental information has upon employers perceptions of the GED program and its graduates.

By virtue of the sampling procedures involved, the relatively high return from employers and the follow-up field interviews we feel the information yielded by this project to be generally valid in typifying employment practices and employer attitudes in Pennsylvania. Our final report notes exceptions as well as tendencies.

Most of the problems encountered are problems typical of most survey projects A low rate of return from the initial survey (36%) was substantially increased by shortening the survey form and emphasizing in the cover letter accompanying the second mailing the importance of the information being requested.

Our field interviewers found marked reluctance on the part of some employers to participate in face-to-face interviews. Some, however, were quite helpful and provided information about their perceptions toward the GED program beyond that requested.

We could characterize the most severe problem encountered in this project as the lack of awareness and knowledge of employers as to the nature of the GED program and the characteristics of its graduates. We will address the ramifications of this as it affects the recommendations of the project, but note it here as an appropriate consideration when considering problems encountered by the project as an inhibiting factor in procuring employer cooperation.

C A V E A T

Companies responding to the survey are those we infer to be interested in GED programs. Therefore the data resulting from the survey must be interpreted taking this bias into consideration. This bias has implications in terms of extension of survey results. Insofar as using the data and recommendations to develop strategies to improve the perceptions and awarenesses of Pennsylvania employers the survey results show a marked need in this direction.

On the other hand, for purists attempting to establish exact, definitive statistics characterizing employer attitudes the bias skews the data toward the conservative. If we are placing values upon the results of the survey we will assume things are much worse than the data suggests.

Recommendations:

Although we recommend the implementation of similar surveys, especially at the local level, we feel any further survey of employer attitudes insofar as GED credential is concerned must be preceded by a comprehensive program of informational education.

We cannot assume all the public relations activities now underway and accomplished in recent years on behalf of adult basic education/general educational development/literacy have had significant impact upon employment practices or employer attitudes.

What is needed is a direct contact program of information about the GED program and its graduates which bridges the gap between awareness of the problem of illiteracy or lack of basic skills and what is being accomplished in our adult education programs which makes our graduates more attractive to employers.

An awareness of the problem of illiteracy is a far distance from an awareness of how many potential workers have overcome this problem through GED preparation programs.

Only 21% of the surveyed employers identified reading and writing skills as of primary importance to job success whereas 44% felt the ability to communicate with others and the ability to follow directions as being most important.

Less than 10% of the surveyed employers felt a GED or "regular" diploma was the most important consideration used in hiring.

If we are to convey to Pennsylvania employers information as to how GED programs are preparing better potential employees, we must show them that, in addition to a diploma, GED preparation programs produce adults with the characteristics important to employers.

Indeed, we must revise into our GED programs additional information designed to give employers what they want.

When comparing/contrasting adults in Pennsylvania who have passed the General Educational Development (GED)Test to adults who earned a "regular" high school diploma, Pennsylvania employers think of the GED Graduate as:

Older

On the same socioeconomic level

More highly motivated

More mature

PERCEPTION AND POLICY

The purpose of the project "GED Credential Credibility and Acceptability" was to determine the perceptions/attitudes of a sampling of employers in Pennsylvania and determine if these perceptions were carried into policies and procedures used by those individuals in business and industry reponsible for employment decisions.

Initially, a random sampling of 150 employers with business addresses in Pennsylvania was surveyed by mail. Consideration was given to geographic location, primary industry and size of the business as determined by the number of employees.

In addition to the 100 industries employing the largest numbers of persons in the state, an additional 50 "small" and"medium-sized" employers were also surveyed.

Following the first survey returns an additional 50 survey forms were mailed to continue a balanced sampling on the basis of the survey forms returned. Some of the second survey forms were sent to employers who did not respond to the first mailing, especially when it was felt the employer was representative of a critical group or when the employer "filled out" the sampling in a category.

FIELD INTERVIEWS

Throughout our tabulation of data from the employer survey forms, we were frustrated by our desire to delve further into some of the responses tendered by the employment managers, personnel managers, managers of human resources, etc. who were surveyed. Fortunately part of our project was to conduct personal interviews with 10% of the respondents to the survey forms and some of the answers to our queries were enlightening.

Nearly 50% of the survey respondents were not aware as to what was measured or tested by the GED test so in our field interviews we asked: "What do you know about the GED program?"

Responses:

"I don't know much about, other than it was a test that people would take that didn't finish high school."

"It covers math, English, geography...I don't really know."

"I always thought it meant Government Equivalency Diploma."

"If persons pass the test they will receive a diploma equal to a regular high school diploma."

"It covers Reading, English, and math. Other than that not a great deal."

"I don't know much about the subject matter involved."

"My perception of the GED is that it is not as stringent as the requirements for high school."

"I give a lot of credit to these people. It is an opportunity to get a diploma for whatever reason they did not get one at an earlier age."

"I don't know anything about the GED test."

Although these are typical responses, some of the interviewees were more familiar with the program with the most prevalent perception being that it gave persons a second chance at a diploma.

Our field interviewers also had the opportunity to inquire of employers as to how they feel adult educators could better serve the interests of both GED graduates and employers. Although 36% of the respondents in the mailed survey said they "would like to know more about the GED program" our interviewers found a great deal of frustration among employers in their lack of awareness and knowledge about the program.

Employer suggestions were:

> "Publicize GED graduates and what it takes to pass the test."
>
> "More information on GED testing to employer."
>
> "Employers need information on GED."
>
> "Develop a public relations program to highlight successful GED persons employed by companies in Pennsylvania."
>
> "Improve the image."
>
> "I would like to know why did someone take the pre-GED courses? Why wouldn't they just take the test to see if they could pass first? How many times can someone take the test? Is there anyway to find out what level of difficulty is there first?"
>
> "I'd like to know what's in the test. Do they assume you know certain things before you take the test, or to they start at very basic things."
>
> "I probably would say some more knowledge at the employer's end. I have to be honest with you... until I got a little bit of information I wondered, "What is this GED?"!
>
> "You should inform the employers about what it is. Is that why this (survey and interview) is done?"

THE RESULTS:

Our survey started from two directions with the final objective being to draw conclusions about employer credibility and acceptability of the GED credential by comparing/contrasting the information obtained from each direction: What are employer awarenesses/attitudes concerning the GED program and its graduates and what are employment practices and perceptions of those involved with hiring?

Employment practices and perceptions:

We asked employers to rank, in order of importance, their consideration in hiring. While most identified work experience, training and attitude of the applicant as being most important (90%), 76% stressed the importance of a diploma by answering "yes" to the statement"everyone needs at least a high school diploma in today's world of work".

The ability to get along with people, ability to follow directions, and ability to communicate with others are of top importance to employers. Reading ability, however, is also important to job success and when math ability, reading ability, writing ability and communication skills are combined more than half of the employers stressed the importance of these skills even over work experience, training and attitude.

Credibility and Acceptability:

The difficulty in drawing conclusions from the information received in the survey and field interviews is enhanced by the ignorance on the part of most employers toward what the GED credential means and what is involved in procuring the diploma through GED testing.

Remembering our earlier caveat relating to the smallness and positive bias of our sample, we must view results of the survey as being positively skewed toward employers having some awareness and favorable feelings about the GED and its graduates.

Although the 26% of employment managers, etc. who do not know if their business presently employs persons with a GED credential or adults working toward their GED credential, we can assume this lack of knowledge is because of a parallel lack of discrimination in hiring and promotion.

100% of our respondents stated they would give GED graduates already employment by their firm the same consideration for promotion as other employees, but 27% of these would prefer to hire applicants with a "regular" diploma.

This same degree of inconsistency is seen in responses to questions measuring employer awareness of the GED program. For example, to the question, "Is a GED credential the equivalent to a regular high school diploma?", 38% answered "yes" with 34 saying "Don't know."

When asked, however, "Is a GED diploma the equivalent to a regular high school diploma, 79% answered "yes" with only 11% saying they did not know.

EMPLOYABILITY:

Question:	Response: Yes	No	Don't Know
"Do you presently employ workers with GED diplomas?"	85%	6%	9%
"Would you prefer to hire GED graduates rather than regular high school graduates?"	0%	80%	20%

Question:	Response: Yes	No	Don't Know
"Would you prefer to hire graduates with a 'regular' high school diploma?"	30%	60%	10%
"A high school dropout is not the type of person we would like to hire."	39%	39%	22%

When asked to rank, in order of importance, those considerations used in hiring:

Characteristic	1st	2nd	3rd
Attitude	30%	19%	22%
Training	19%	26%	22%
GED diploma	4%	4%	0%
Regular diploma	7%	4%	4%
Work experience	56%	22%	15%
Education Level	4%	26%	22%
Other	0%	0%	7%

Despite the relative unimportance of educational backgrounds, we asked employers to rank minimum educational levels used in assessing job applicants:

Level	1st	2nd	3rd
Grade 8	3%	0%	11%
GED diploma	6%	43%	5%
1 year of college	3%	4%	0%
"Regular" high school diploma	45%	14%	21%
More than 1 year of college	3%	9%	0%
1 year of technical or trade school	6%	21%	47%
More than 1 year of technical or trade school	16%	9%	5%
Other	16%	0%	11%

Variables:

The survey results noted above are for those received from throughout Pennsylvania. We also grouped survey results by other factors in an effort to ascertain what variables, if any, affect employer credibility and acceptability of the GED credential. Because of our small sample, these variables must be considered atypical of the groups they represent, but when contrasted/compared to the overall results some inferences may be drawn.

SIZE: If one considers a business employing less than 500 employees as small, the 41% of our respondents in this category generally did not consider the credential, either GED or "regular", as important as the attitudes of prospective employees. Attitude and work experience were considered the most important factors in hiring by small employers. As in the case of the total employers, a "regular" high school diploma is considered more important than any other education level. This was also true in the other two size categories, medium-501-1000 employees (27% of the respondents) and large- 1000+ employees (31%).

REGION: Although a preponderance of our sampling came from the Philadelphia and Pittsburgh areas, we divided respondents into four geographic regions throughout the state in an attempt to determine if location of employer produced a difference in employment practices. As with our total sample, educational background of job applicants is not considered a priority item in hiring, but in both the southwest and southeast areas (which include Philadelphia and Pittsburgh and account for 59% of our respondents) a greater awareness of the GED credential exists and this awareness is reflected in a small percentage of employers in these areas indicating its importance when asked about their minimum educational levels used in assessing job applicants.

As with size differentials, however, geographic location would seem to make little difference.

TYPE OF BUSINESS: We categorized respondents into six types of business endeavor (education & governmental, retail sales, health services, manufacturing/crafts/operators, scientific, and other) to see if attitudes and practices in hiring might vary. Only in the area of retail sales did employers even give recognition that there was something called the GED when they assessed job applicants and in that business type only 4% of respondents felt the GED was a priority in hiring--the same percentage indicted the regular diploma was a priority. 62% of our responses were from those businesses classified as Manufacturing/Crafts/Operators and we are noting here these employers' priorities:

"Rank these considerations in hiring"

	1st	2nd	3rd
Attitude	25%	19%	38%
Training	19%	38%	19%
GED Diploma	0%	6%	0%
"Regular" diploma	6%	0%	6%
Work experience	50%	25%	12%
Education	0%	13%	19%
Other	0%	0%	6%

It would seem, then, none of the variables significantly affects the perceptions and practices of employers.

CONCLUSIONS:

After studying the survey results, talking with employers, GED graduates who have undergone job interviews, and our field interviewers it is the opinion of this writer the information resulting from this project clearly and definitely points to one fact:

> Employers in Pennsylvania are not familiar with the General Educational Development Test nor programs designed to prepare adults for the GED Test.

Therefore, employers give no more, nor less, credibility in evaluating the GED credential than they do other criteria with which they are neither familiar or aware.

The GED credential is acceptable to Pennsylvania employers, but only when other criteria of employment are present and acceptable for employment.

Many Pennsylvania employers consider the "Regular" high school diploma as superior to the GED credential, but neither are very important to employers when compared/contrasted to attitude of the job applicant, training and communication skills.

RECOMMENDATION:

An all-out, statewide program of employer contact should be instituted which would inform those directly involved in assessing job applicants (employment managers, personnel managers, directors of human resources, etc.). This direct contact program should include information about the GED program and include success stories of program participants.

Adult Basic Education Programs, if they are to make their products more acceptable to employers, must build into their ABE/GED/ESL/Literacy programs components designed to prepare adults in those areas considered important to employers: Communication skills; Attitude Development; On-the-job training opportunities.

AND WHAT OF THE **G.E.D.**

Alumni? ...

Although not a primary objective in our evaluation of employer attitudes toward G.E.D. graduates, we were interested in the perceptions of adults who had satisfactorily completed (i.e. passed the G.E.D. test) G.E.D. preparation programs and had either been hired since completing the program or had interviewed for a job.

Again, our sampling can hardly be held as typical of the thousands of G.E.D. graduates now employed in Pennsylvania, but a tendency toward attitudes similar among G.E.D. graduates in the areas we surveyed (Erie, Lancaster, Philadelphia, Pittsburgh) was noted.

To the question "Do you feel the GED program you took helped you prepare for employment?", 88% replied "yes". The same percentage felt the GED program taught "things which are useful on the job", "things helpful in completing employment applications", and "things helpful in job interviews".

100% of the job-seeking alumni felt their prospective employers looked upon the GED diploma as being "important" and the same number feel their GED diploma is as "important as a regular high school diploma".

There was an almost equal split among surveyed alumni, however, as to whether or not they would have gotten their jobs had they not received the GED diploma and all the alumni respondents felt "everyone needs a regular high school diploma or a GED diploma to succeed in today's world of work". They also felt most employers

looked upon GED graduates as being "as well educated as a regular high school graduate", a perception shared by the majority of the employers surveyed.

As to what areas G.E.D. preparation programs can improve in to make graduates more attractive to employers, the GED graduates seemed quite satisfied with the basic skills instruction and subject-oriented GED test instruction, but suggested GED programs should offer skill training and, despite the survey results in another section, they should offer more help in preparing job applications and in preparing for job interviews.

We asked GED alumni what GED programs could do to improve their acceptability among employers. In addition to skill training and employability skills training, some of the alumni suggested the GED programs should contact employers and provide them with "literature", " a letter of the student's abilities", and other information describing the program and the graduate.

These latter suggestions would seem to be reinforced by the employer's lack of awareness about the GED program and their desire to receive more information about the preparation and skill levels of GED graduates who apply for employment.

APPENDIX A

Survey Letters and Forms.

a 1: Initial letter to employers

a 2: Initial survey form

a 3: Second request letter to employers

a 4: Second request survey form

a 5: Letter to field interviewers

a 6: Field interview survey form

a 7: Cards to accompany survey form

a 8: Letter to GED program administrators

a 9: GED Alumni survey form

a 10: GED Program Administrator letter

a 11: Evaluation post card

a 12: GED information brochure

ADULT EDUCATION LINKAGE SERVICES

Providing Technical Support to Adult Education Programs

Box 214
Troy, PA 16947
(717) 596-3474

October 10, 1986

Dear Employer:

The General Educational Development (G.E.D.) Testing Program was developed at the end of World War II to enable schools, colleges and employers to better evaluate the learning level of returning veterans who wanted to further their education or enter a job.

Since then thousands of Pennsylvanians who left high school before graduation have taken the General Educational Development Test and received their high school credential.

The Pennsylvania Department of Education has asked us to survey a selected group of employers in Pennsylvania to determine the credibility and acceptability of the G.E.D. credential and to tabulate employment policies and procedures of these employers as they pertain to G.E.D. graduates.

We are also interested in the awarenesses and attitudes of individuals such as yourself who are responsible for hiring policies and practices, especially as these awarenesses and attitudes relate to adults who dropped out of high school, but earned their high school credential through the General Educational Development Test.

We are enclosing a survey form which we hope you or the individual at your work location who is responsible for hiring will complete. We know this is an encroachment on an already demanding work schedule, but assure you the results of our survey will be utilized to assist G.E.D. graduates and, thus, provide a more qualified labor pool for your company.

In some cases where answer choices are not exactly relevant to your company, please select the answer closest to the exact situation.

We are enclosing a stamped, addressed return envelope and hope you can find the time to send us this information at your earliest convenience.

Thank you for your help.

Sincerely,

David W. Fluke

David W. Fluke
Project Director

Adult Education Linkage Services
General Educational Development
Credibility & Acceptability
Survey

Date: _____

1) Name of Company: _____
Headquarters Address: _____
City: _____ State: __ Zip: _____

2) Your Name: _____ (person answering survey)
Title: _____
Address: _____
City: _____ State: __ Zip: _____
Phone: _____

3) Name of Personnel Director, Human Services Manager (if same as #2 leave blank.)
_____
Address: _____
City: _____ State: __ Zip: _____
Phone: _____

4) Type of Business: Check the one that is closest to your primary type.

___ 1) Agriculture/foods
___ 2) Business and/or clerical
___ 3) Education & Governmental
___ 4) Retail Sales
___ 5) Health services
___ 6) Manufacturing/crafts/operators
___ 7) Personal services/computer services
___ 8) Scientific
___ 9) Telecommunications
___ 10) Transporation
___ 11) Other Specify: _____

5) County: _____ (Location of primary job site)

6) Number of Employees: (Please check total employees in Pennsylvania)

1) 1-100 2) 101-500 3) 501-1,000 4) 1,001 +

7) Type of Ownership: (check one) 1) individual or family 2) stock corporation 3) publicly owned 4) other(specify) _____

8) Of considerations used in hiring, rank the following in order of importance (1 through 5, 1 being the most important):

_____ Attitude Of Applicant
_____ Training Of Applicant
_____ A GED Diploma
_____ A "Regular" High School Diploma
_____ Work Experience Of Applicant
_____ Education Of Applicant
_____ Other (Please Specify) _____

9) Of minimum educational levels used in assessing a job applicant, rank the following in order of importance (1 through 4, 1 being the most important):

_____ Grade 8 Education
_____ A GED Diploma
_____ 1 Year Of College
_____ A "Regular" High School Diploma
_____ More Than 1 Year Of College
_____ 1 Year Of Technical Or Trade School
_____ More Than 1 Year Of Technical Or Trade School
_____ Other (Please Specify)

10) Of educational skills you feel important to job success, rank the following in order of importance (1 through 4, 1 being the most important):

_____ Math Ability
_____ Tool Knowledge
_____ Ability To Get Along With People
_____ Reading Ability
_____ Ability To Follow Directions
_____ Ability To Communicate With Others
_____ Writing Ability

Check those you feel able to evaluate:

	Yes	No	Don't Know
10) We presently employ workers with GED Diplomas:	___	___	___
11) Some of our present employees are working toward their GED Diploma:	___	___	___
12) We actively recruit GED graduates:	___	___	___
13) We would give a GED graduate consideration for promotion on the same basis as any other employee:	___	___	___
14) We would prefer to hire GED graduates than "regular" high school graduates:	___	___	___
15) If a job applicant is qualified otherwise, a GED diploma would make no difference in hiring:	___	___	___
16) We would prefer to hire applicants with a "regular" high school diploma:	___	___	___
17) A high school dropout is not the type of person we would like to hire:	___	___	___
18) Everyone needs at least a high school diploma in today's world of work:	___	___	___
19) I feel I know what is tested on the GED test:	___	___	___
20) A GED credential is the equivalent to a "regular" high school diploma:	___	___	___
21) A GED diploma is the equivalent to a "regular" high school diploma:	___	___	___
22) A GED graduate is usually more mature than a "regular" high school graduate:	___	___	___
23) A GED graduate is not as well educated as a "regular" high school graduate:	___	___	___
24) A GED graduate is more highly motivated than a "regular" high school graduate:	___	___	___
25) A GED graduate is usually older than a "regular" high school graduate when he/she applies for a job:	___	___	___
26) A GED graduate is usually from a lower socio-economic level than a "regular" high school graduate:	___	___	___
27) I would like to know more about the GED program:	___	___	___

Thank you for your time and information.
We would appreciate your comments:

ADULT EDUCATION LINKAGE SERVICES

Providing Technical Support to Adult Education Programs

Box 214
Troy, PA 16947
(717) 596-3474

December 5, 1986

We Need Your Help!

Last month we sent a letter and a survey form to your company. In the letter we explained that we were attempting to survey the employment practices and attitudes of 150 Pennsylvania-based businesses to see how they dealt with adults who dropped out of high school and later took and passed the General Educational Development Test (GED).

Each year thousands of high school students drop out of high school. We are sure you must have some of them in your work force and probably have many others applying for jobs with your firm.

The Pennsylvania Department of Education is concerned as to employer practices as they relate to adults who have received their high school graduation credentials through the GED testing process and have asked us to administer this survey.

Unfortunately, we did not receive a response from your company to our first survey.

Perhaps it was not received or was misdirected to the wrong person.

Perhaps it was too involved and required more time than you felt was available.

Perhaps the print was too small (one respondent asked us to "give more space").

We really would like to know your company's feelings about hiring and dealing with GED graduates.

We have shortened this second request survey form and provided more space.

Won't you please take a few minutes to complete it and mail it in the enclosed addressed, stamped envelope.

Thank you.

David W. Fluke
Project Director

ADULT EDUCATION LINKAGE SERVICES

GENERAL EDUCATIONAL DEVELOPMENT
CREDIBILITY & ACCEPTABILITY
SURVEY-2nd request

1) Name of Company: _____

Headquarters Address: _____ City: _____

2) Person Answering Survey: _____ Title: _____

8) Of considerations used in hiring, please check the most important:

___attitude of applicant
___training of applicant
___a GED diploma
___a regular high school diploma
___work experience
___education
___other (specify) _____

Please check those you feel able to evaluate:

	Yes	No	Don't Know
10) We presently employ workers with GED Diplomas:	___	___	___
11) Some of our present employees are working toward their GED Diploma:	___	___	___
12) We actively recruit GED graduates:	___	___	___
13) We would give a GED graduate consideration for promotion on the same basis as any other employee:	___	___	___
14) We would prefer to hire GED graduates than "regular" high school graduates:	___	___	___
15) If a job applicant is qualified otherwise, a GED diploma would make no difference in hiring:	___	___	___
16) We would prefer to hire applicants with a "regular" high school diploma:	___	___	___
17) A high school dropout is not the type of person we would like to hire:	___	___	___
18) Everyone needs at least a high school diploma in today's world of work:	___	___	___
19) I feel I know what is tested on the GED test:	___	___	___
20) A GED credential is the equivalent to a "regular" high school diploma:	___	___	___
21) A GED diploma is the equivalent to a "regular" high school diploma:	___	___	___
22) A GED graduate is usually more mature than a "regular" high school graduate:	___	___	___
23) A GED graduate is not as well educated as a "regular" high school graduate:	___	___	___
24) A GED graduate is more highly motivated than a "regular" high school graduate:	___	___	___
25) A GED graduate is usually older than a "regular" high school graduate when he/she applies for a job:	___	___	___
26) A GED graduate is usually from a lower socio-economic level than a "regular" high school graduate:	___	___	___
27) I would like to know more about the GED program:	___	___	___

Thank you for your time and information.
We would appreciate your comments:

ADULT EDUCATION LINKAGE SERVICES

Providing Technical Support to Adult Education Programs

Box 214
Troy, PA 16947
(717) 596-3474

March 23, 1987

We are pleased you have agreed to act as a field interviewer for our project designed to determine the credibility and acceptability of of the G.E.D. credential and G.E.D. graduates insofar as employers in Pennsylvania are concerned.

The person or persons you will interview have completed a mail-in survey form and have received a copy of the green brochure enclosed with this letter. On the mail-in survey they expressed an interest in learning more about the G.E.D. program.

The results of your field interview will be used to supplement the information gathered from a broader sample (150) of Pennsylvania businesses.

Please observe the following procedure in setting up and completing the interview:

1. Contact the individual named to be interviewed. Explain that you are following up on the survey form which he/she completed last fall concerning the General Educational Development Test program. Explain that we are doing field interviews of 10% of the survey respondents.

2. Set up a mutually convenient time when you can visit the interviewee. DO NOT CONDUCT THE INTERVIEW BY TELEPHONE! The interview should last no more than 30 minutes on the average and this information from field interviews is essential to our final analysis.

Complete all interviews by April 30, 1987.

3. At the interview: After introducing yourself and thanking the interviewee for helping with the survey read questions 1 through 16 from the Employer Interview form enclosed (an extra form is enclosed for each interview in case it should be needed).

Please be sure to enter all responses verbatim (word-for-word) NEATLY. If responses are illegible we will have to contact you for clarification.

Do not offer your own opinions during the interview; if, following the interview, you and the respondent wish to discuss the G.E.D. program feel free to do so, but make every effort not to inject your personal opinions into the interview.

Following the interview check the interview form to be sure all information is provided and mail the interview form in the stamped, addressed envelope enclosed.

Do not return the response cards (pink) nor the green brochures.

You will be reimbursed $50 for each interview completed. This honorarium is to cover all expenses connected with the interview including mileage, telephone calls, time spent, etc.

Please call me at (717) 297-2176, ext. 234 days, and (717) 596-3474 nights if you have any questions about the interview procedure.

Thank you for helping us with this project.

Sincerely,

David W. Fluke
Project Director

Name and address of person(s) to be interviewed:

Please make every attemrt to interview the person(s) whose name appears above so we can collate the field interview information with the questionnaire survey form this individual has already completed.

If the individual named is no longer available or will not be available before April 30, you may interview the individual who holds the same position with the same company.

If you are unable to complete the interview(s) please notify us as soon as possible.

a6

(15) From an employer's point of view, what information should we get to employers to enhance their acceptability of the GED Diploma?

_____

_____

(16) Thank you for your time. Is there anything concerning the GED program you would like to know?

_____

_____

_____

Our main office will contact you with the answers to your questions; thanks again for your help."

Time Interview ended: _____ Date: _____

Signed: _____ (Interviewer)

Interviewer's Address:

_____

_____

_____

Interviewer's Comments:

Interviewer: Following the interview, please mail the completed interview form to:

29

Adult Education Linkage Services
P.O. Box 214
Troy, PA 16947

Thank you for your help.

ADULT EDUCATION LINKAGE SERVICES

Providing Technical Support to Adult Education Programs

Box 214
Troy, PA 16947
(717) 596-3474

EMPLOYER INTERVIEW
GED Credibility/ Acceptability Project

Time interview starts: _____

Name of Interviewee: _____

Position (manager, employee relations, etc) _____

Name of Firm _____

Mailing Address _____

_____

Interviewer: Please record all answers word-for-word. If you feel a respondents manner, body language, etc. is relevant record your impressions in the "comment" section.

Interviewer

(1) "The abbreviation G.E.D. stands for the General Educational Development Test. We are interviewing a selected group of employers in Pennsylvania to determine what they know and how they feel about the G.E.D. and adults who go through the G.E.D. program.

Would you please tell me briefly what you know about the G.E.D. program:"

_____

_____

_____

_____

_____

(2) "When did you first learn about the G.E.D. program?

30

___ today for the first time

___ when I received a survey form in the mail

___ 1-3 years ago

___ more than 3 years ago

(3) Do any of the employees in your firm hold a G.E.D. credential?

___ yes ___ no ___ don't know

If "yes" approximately how many? _____

(4) "What importance does your company place upon hiring high school graduates rather than high school dropouts?(read responses)

_____ a great deal of importance

_____ not much importance

_____ no importance

(5) "What importance do you place upon hiring high school graduates rather than high school dropouts? (read responses)

_____ a great deal of importance

_____ not much importance

_____ no importance

(6) "To receive a G.E.D. credential or diploma, an adult must pass the General Educational Development Test. What do you know about the G.E.D. test?

_____

_____

_____

(7) Sometime ago you received a brochure similar to this (show green brochure).

Do you recall receiving this brochure? _____yes _____no ____not sure

If "yes": Did you find the information in the brochure informative?

_____yes _____no

(8) Do you feel employers should be compelled by law to give the same employment consideration to G.E.D. graduates as to regular high school graduates?

_____yes _____ no

Why? _____

(9) "On this card (hand respondent card #1) are some characteristics of employment applicants. Would you tell me which characteristics are important to you as you determine employment:(check those mentioned)

	Employment Applicants	GED Applicants
Ability to get along with people	_____	_____
Ability to follow directions	_____	_____
Reading bhility	_____	_____
Writing ability	_____	_____
Ability to do mathematics	_____	_____

Again using card #1 which of these characteristics would be important to you as you employ GED graduates?

(10)"On this card (hand respondent card #2) are some statements about the GED program. . Would you please respond with 'yes', 'no', or 'don't know' for each statement:

	Yes	No	Don't Know
A GED graduate is usually not as mature as most of our employees.....	_____	_____	_____
I feel I know what is tested on the GED test....	_____	_____	_____
A GED diploma is the equivalent of a regular high school diploma.....	_____	_____	_____
Everyone needs at least a high school diploma or a GED diploma in today's world of work.....	_____	_____	_____
A GED graduate is given the same consideration for promotion as regular high school graduates.....	_____	_____	_____

(11) Who are you more likely to hire, all other things being equal:

_____ a regular high school graduate

_____ someone with at least 1 year of college education

_____ a G.E.D. graduate

(12) Who are you more likely to hire, all other things being equal?

_____ a non-high school graduate

_____ a GED graduate

_____ a regular high school graduate

(13) Who are you more likely to hire, all other things being equal?

_____ a non-high school graduate

_____ a GED graduate

_____ no difference (do not offer as a response)

(14) From an employer's point of view what could be done to improve the employability of a GED graduate?

_____

_____

CARD #1: Here are some characteristics of employment applicants. As you determine who to hire, which characteristics are important to you:

A. Ability to get along with people.

B. Ability to follow directions.

C. Reading Ability.

D. Writing Ability.

E. Ability to do Mathematics.

#1

CARD # 2: Here are some statements about the GED program; tell us the statements you agree with:

F. A GED graduate is usually not as mature as most of our employees.

G. I feel I know what is tested on the GED test.

H. A GED diploma is the equivalent of a regular high school diploma.

I. Everyone needs at least a high school diploma or a GED diploma in today's world of work.

J. A GED graduate is given the same consideration for promotion as a regular high school graduate.

#2

ADULT EDUCATION LINKAGE SERVICES

Providing Technical Support to Adult Education Programs

Box 214
Troy, PA 16947
(717) 596-3474

Here's an opportunity to help out 4 of your former GED students and assist the cause of GED credential acceptability and credibility at the same time.

We are doing a study of attitudes and employment practices of Pennsylvania employers as they affect adults who have received their high school credential through the GED program.

We have completed a mail survey of 150 employers throughout the state and are presently completing a series of field interviews with a selected sample of Pennsylvania employers.

We would like to include perceptions of adults who have passed the GED and then applied for jobs.

If you would contact 4 adults who have completed the GED satisfactorily, have received their GED diploma and have contacted employers concerning possible employment, we would like to have them complete a survey of their attitudes and perceptions.

We will pay each respondent $5 for taking the time to complete the survey form.

The results of the survey (without identifying names of respondents) will be published in "What's the Buzz?" and copies of the final report will be available through AdvancE.

Won't you help us by contacting 4 of your GED graduates and asking them to complete the form and mail it to us?

Thanks for your help.

Sincerely,

Dave Fluke
Project Director

ADULT EDUCATION LINKAGE SERVICES

PROVIDING TECHNICAL SUPPORT TO ADULT EDUCATION PROGRAMS
BOX 214 • TROY, PA 16947

This is a survey to determine what adults who have completed GED preparation programs and passed the GED test feel about employers' attitudes toward the GED. It should be completed by a GED graduate who is employed or, if not employed, has applied and interviewed for employment since passing the GED test.

We have surveyed 150 employers in Pennsylvania and tabulated their responses to these and other questions.

Please complete the survey form to the best of your ability. We are interested in the way you feel about the GED and employment and the more information you give us the more complete our survey results will be.

We will reimburse you $5 for the time you spend on completing the survey.

GED Graduate Survey

Section I.

	Yes	No	Undecided
Do you feel the GED program you took helped you prepare for employment?.....			
Do you feel the GED program you took taught you things which are useful on the job?...			
Have you applied for a job since you took the GED program?.....			
If "YES", continue, if "NO" go to the next section.			
If "YES": Do you feel the things you learned in the GED program helped you when you filled out your job application?.....			
Do you feel the things you learned in the GED program helped you when you had your job interview?			
Do you feel the employer felt the GED diploma you received was important?.....			
Do you feel you would have gotten the job you now have if you did not have the GED?.....			
Do you feel your GED diploma is as important as a regular high school diploma?.....			

Section II.

Why did you take the GED program? _____

_____.

What did you learn in the GED program that helped you get a job?

_____

_____.

Section III. Check those you agree with:

Most employers will hire GED graduates · _____.

Most employers will promote GED graduates _____

Most employers prefer to hire people with regular diplomas ____

Everyone needs a regular high school diploma to succeed in today's world of work..... ____

Everyone needs a regular high school diploma or a GED diploma to succeed in today's world of work _____

Most employers believe a GED graduate is as well educated as a regular high school graduate..... _____

If you had the opportunity to talk to employers about the GED program, what would you tell them?

_____

_____

_____

_____

How could the GED programs improve to help graduates get jobs?

_____

_____

_____.

What should GED programs do to improve the acceptability of persons with GED diplomas to employers?

_____

_____

Do you have any other comments about the acceptability of the GED credential by employers?

Thank you for your help. Please mail the survey form to the address below:

Adult Education Linkage Services
Box 214
Troy, PA 16914

The form must be postmarked BY APRIL 30, 1987 to be eligible for reimbursement.

Please send the $5 check to: PRINT _____
Name

Address: _____

_____

I was enrolled in the GED test preparation program at:

_____

Sign here: _____ Date: _____

69

ADULT EDUCATION LINKAGE SERVICES

Providing Technical Support to Adult Education Programs

Box 214
Troy, PA 16947
(717) 596-3474

June 25, 1987

Dear GED Program Administrator:

We are enclosing a copy of a project we recently completed under a Section 310 Adult Education grant.

We are asking you to read the report and complete the enclosed post card so we can better evaluate the results of this project.

Thanks for your help.

Sincerely,

David W. Fluke
Project Director

ADULT EDUCATION
Linkage Services
P.O. Box 214
Troy, PA 18947

© USPS 19

Please rank the GED Credibility and Acceptability Project from 1 (highest,best to 5 lowest, worst).

The final report gives me information I can use in contacting employers

_____

The final report gives me information I can use in working with GED candidates

_____

The final report gives recommendations which I should take into consideration

_____

The project achieved its objectives

_____

Some Questions Employers Ask About the G.E.D. Program

- *Who can take the General Educational Development Test?*

  Any adult who is out-of-school, is 18 years or older or whose class has graduated from high school. In some cases, adults may take the test before age 18 if their employer or future employer certifies the G.E.D. Diploma is a requirement for employment.

- *What is the difference between a "regular" high school graduate and a "G.E.D." graduate?*

  The GED graduate dropped out of high school before graduation and later received a high school diploma on the basis of scores earned on the G.E.D. test. Regular high school graduates earned their diploma by receiving the required number of credits to meet graduation requirements -- usually in 4 years of high school attendance.

  There are as many other differences as there are individuals, but the most important characteristic of GED graduates is their desire to receive a high school diploma and their willingness to work toward it through adult classes, study on their own and/or earning a passing score on the test.

- *Where can I receive more information about the G.E.D. program?*

  The best source of local information is your local high school or adult learning center. You may also contact the state G.E.D. coordinator in the Pennsylvania Division of Adult Basic Education, 333 Market Street, Harrisburg, PA 17126-0333 (717-783-5532).

The GED program has offered millions of adults a "second chance" to earn a high school credential by enabling them to demonstrate that they have many of the skills they would have acquired had they been able to remain in high school for four years.

The General Education Development Test Program

The General Educational Development (GED) testing program began in 1942 with the development of a battery of tests for U.S. military personnel who had not completed their high school studies. The Tests of General Educational Development (GED Tests) provided an opportunity for these people to demonstrate that they had acquired the learning outcomes expected of a high school graduate. Because of this program, many people were able to qualify for jobs and pursue postsecondary education upon leaving the military service.

After the war, it became apparent that civilians could also benefit from this program, a need the American Council on Education (ACE) undertook to fill.

The American Council on Education is a non-profit, educational organization based in Washington, D.C. The G.E.D. Test Advisory Committee consists of representatives from all levels of the educational community. Pennsylvania's representative on the Committee is Dr. John Christopher, Chief, Division of Adult Basic Education, Pennsylvania Department of Education. The advisory committee makes sure the test content is kept up-to-date by overseeing periodic revision of the General Educational Development Test. The current test was revised in 1978 and a new test will be used in Pennsylvania beginning on January 1, 1988.

GED TEST CONTENT

The present test takes between six and seven hours to complete and contains the following areas:

TITLES AND CONTENTS

TEST 1 - 80 Questions, 75 minutes

Writing Skills Test
Spelling, Capitalization & Punctuation 25%
Usage 30%
Diction & Style/Sentence Structure 30%
Logic and Organization 15%

TEST 2 - 60 Questions, 90 minutes

Social Studies Test
Economics 20% (15% in Canada)
Geography 15% (20% in Canada)
Political Science 20%
History 25%
Behavioral Sciences 20%

TEST 3 - 60 Questions, 90 minutes

Science Test
Biology 50%
Earth Science 20%
Chemistry 15%
Physics 15%

TEST 4 - 40 Questions, 60 minutes

Reading Skills Test
Practical Reading 15%
General Reading 30%
Prose Literature 30%
Poetry and Drama 25%

TEST 5 - 50 Questions, 90 minutes

Mathematics Test
Arithmetic 55%
Geometry 20%
Algebra 25%

General Educational Development Test Credibility

Each state establishes the "passing" score for adults who take the test in their state. Pennsylvania has established the passing score as being at the 30th percentile compared to high school students in their senior year. This means 30 percent of the graduating seniors in Pennsylvania could not pass the G.E.D. test.

In some cases adults who have dropped out of school will receive additional schooling in preparation for the G.E.D. test. Classes in Pennsylvania's Adult Basic Education (A.B.E.) Program are offered at more than 200 locations throughout the state. These classes may be in basic reading skills, basic math, the five areas tested by the G.E.D. or help in learning basic English for adults whose primary language is not English.

Adults who pass the test receive a General Educational Development Diploma from the Commonwealth of Pennsylvania. The Pennsylvania State Board of Education has authorized local school districts to grant a regular high school diploma on the basis of G.E.D. test scores and some G.E.D. graduates will receive a high school diploma for this reason.

General Educational Development Test Acceptability

The Pennsylvania and United States Civil Service Commissions recognize the G.E.D. credential or diploma on the same basis as regular high school diplomas as do nearly all colleges, business schools, trade and technical and other post-high school institutions.

In a recent survey, 90% of the employers surveyed in the United States indicate they give the same consideration to G.E.D. graduates as to regular high school graduates. In most cases employers are not even aware of the difference in diplomas between G.E.D. and regular high school graduates. Many employers encourage present employees who dropped out of high school to enroll in G.E.D. preparation classes; some even excuse employees from work to attend classes.

APPENDIX B

Job and Employer Information.

b 1: Job Availability-Occupations With the Most Job Openings in Pennsylvania

b 2: Fastest Growing Occupations in Pennsylvania

b 3: Greater Harrisburg Area top 100 employers

b 4: 174 Employers Surveyed-Geographical Locations

b 5: Manufacturing Establishments and Employees in Pennsylvania

b 6: List of Employers Included in Survey

JOB AVAILABILITY

It serves the GED graduate little if those industries in which there are jobs have discriminatory hiring policies.

As we showed in our tabulation of Credibility and Acceptability using size as a factor, smaller companies in Pennsylvania are more interested in job skills than academic background.

Although a majority of employment opportunities is found in firms employing fewer than 100 workers, these opportunities are not always those leading to advancement or long-term employment.

Occupations With The Most Job Openings In Pennsylvania

Although not the fastest growing, the following occupations are projected to have the most job openings in Pennsylvania between 1980-1990.

Occupations	Job Openings Per Year	Percent Growth
1. Cleaning Service Workers	10,431	12.6
2. Secretaries	8,751	24.0
3. Sales Clerks	8,304	6.0
4. Professional Nurses	6,051	32.4
5. Fast Food Restaurant Workers	5,171	36.3
6. General Office Clerks	5,075	4.7
7. Nurse's Aide/Orderlies	4,428	31.7
8. Guards & Doorkeepers	4,175	21.9
9. Waiters or Waitresses	4,121	19.7
10. Cashiers	3,844	18.8
11. Elementary School Teachers	3,771	4.7
12. Kitchen Helpers	3,240	18.1
13. Typists	2,469	7.7
14. Supervisors in Industry	2,454	0.4
15. Store Managers	2,334	2.5

Fastest Growing Occupations in Pennsylvania

According to the state Office of Employment Security, these are the 15 occupations that are projected to have the greatest percent increase in jobs from 1980 to 1990.

Occupations	Percent Growth	Job Openings Per Year
1. Paralegal Personnel	113.1	421
2. Data Processing Machine Mechanics	104.3	173
3. Travel Agents	62.0	247
4. Office Machine Servicers	58.1	138
5. Dental Assistants	57.0	644
6. Dental Hygienists	56.6	260
7. Dental Lab Technicians	54.6	201
8. Tax Preparers	54.1	103
9. Systems Analysts, EDP	50.2	757
10. Occupational Therapists	46.8	89
11. Computer Operators	46.4	716
12. Medical Assistants	46.3	477
13. Speech & Hearing Clinicians	45.7	231
14. Dietetic Technicians	44.0	53
15. Employment Interviewers	42.7	130

b3

The area's top 100 employers

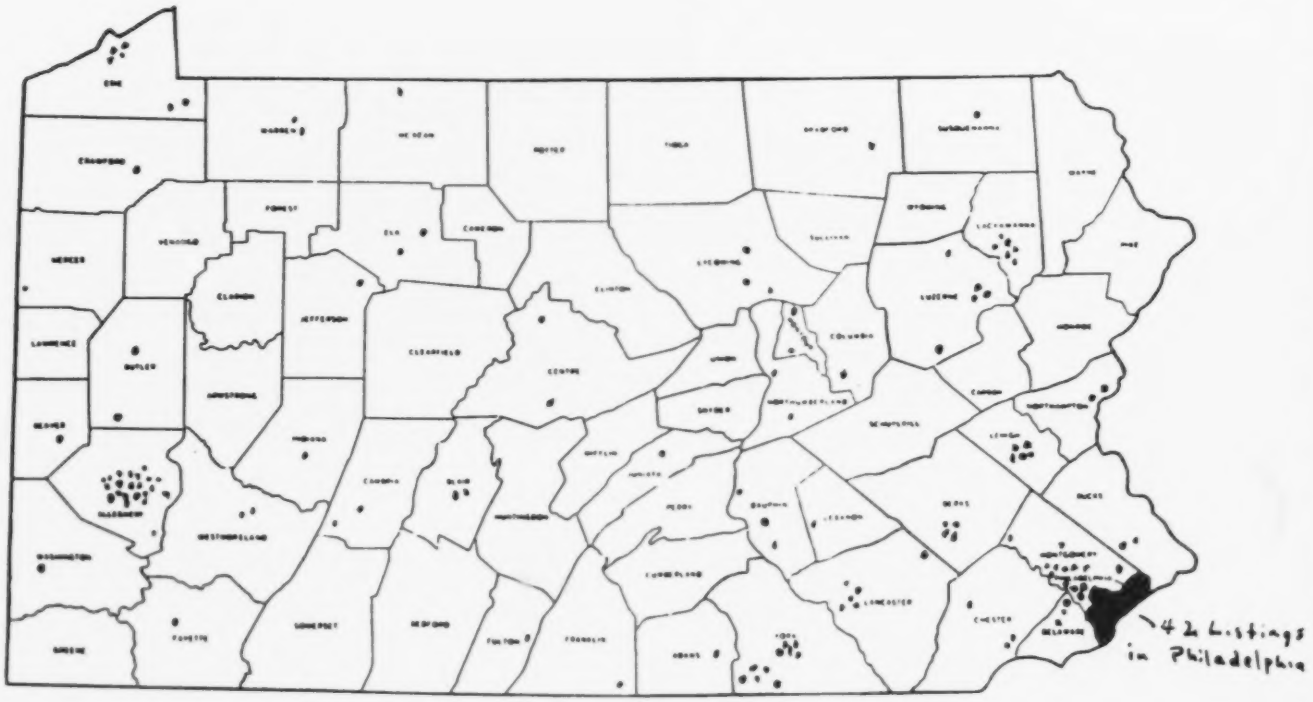
With a workforce exceeding 24,000, the commonwealth and the Naval Supply Depot are the No.1 and 2 employers in the Greater Harrisburg Area. Here is a list of the area's 100 largest employers:

Commonwealth of Pennsylvania	24,150
Naval Supply Depot	7,850
AMP, Inc.	6,700
Hershey Foods Corp.	5,750
New Cumberland Army Depot	4,338
HERCO	3,590
Blue Shield	3,425
M.S. Hershey Medical Center	2,891
KinneyShoes/Service Corp.	2,278
Davenport Enterprises	2,246
Bethlehem Steel Corp.	2,100
Hbg Hospital Health Foundation	2,066
Polyclinic Hospital Medical Center	1,900
IBM	1,850
CONRAIL	1,750
Harrisburg Post Office	1,684
U.S. Army War College	1,566
Giant Foods	1,481
Masland	1,400
Rite Aid Corp.	1,320
GPU Nuclear	1,300
Weis Markets	1,211
Holy Spirit Hospital	1,207
Bell of Pennsylvania	1,137
DuPont Connector System	1,075
Dauphin Deposit Bank & Trust Co.	1,072
Commonwealth National Bank	1,050
Roadway Express	1,000
Fruehauf Corporation	1,000
Sears	998
United Telephone Co.	975
Electronic Data Systems	900
Capitol Products	900
Federal Building	850
United Parcel Service	836
PPG Industries	750
Milton Hershey School	725
City of Harrisburg	707
Shippensburg University	667
Gannett Fleming, Inc.	650
Nationwide Insurance Co.	650
Osteopathic Hospital	630
Penna. National Insurance Group	625
Capital Blue Cross	621
Quaker Oats Co.	600
Appleton Papers, Inc.	585
Holiday Inns	582
Dickinson College	560
Book of the Month Club	545
Johnson Baillie Shoes	529
Carlisle Tire & Rubber Co.	520
Pomeroy's	500
Super Rite Foods	500
K-Mart	482
Chromally American Corp.	481
Patriot-News Co.	469
AT&T	453
CCNB Bank N.A.	450
Peoples Drug Stores	450
PP&L	443
Boscov's	435
Iceland Seafood Corp.	425
Catalytic, Inc.	410
True Temper Corp.	409
L.B. Smith, Inc.	400
Carolina Freight Corp.	400
The Computer Co.	400
Commonwealth Comm. Serv. Inc.	386
Messiah College	385
Elizabethtown College	380
Stroehmann/Capital Bakers	362
Beistle Co.	362
Hempt Bros.	350
Hess's	350
Fox's Markets	350
Blue Ridge Nursing Homes	325
Sheraton Inns	320
Penn State/Harrisburg	307
Hbg Area Community College	300
Rehab Hospital	300
Reeves-Hoffman	295
Pathmark	289
Leader Nursing Homes	285
Harrisburg Marriott Inn	275
TRW, Inc.	251
John Wanamaker	250
Host Inn	250
Harris Savings Association	250
Brubaker Tool Corp.	235
UGI	235
American Can Co.	225
Frog Switch & Mfg.	225
Central Storage & Transfer Co.	225
Olivetti Supplies, Inc.	220
Stephenson's Flowers	205
Hill Financial	200
Puritan (Millersburg Div.)	200
ITT	180
Harrisburg Dairies	180
Mack Truck Co.	165

Source: Patriot-News research dept.

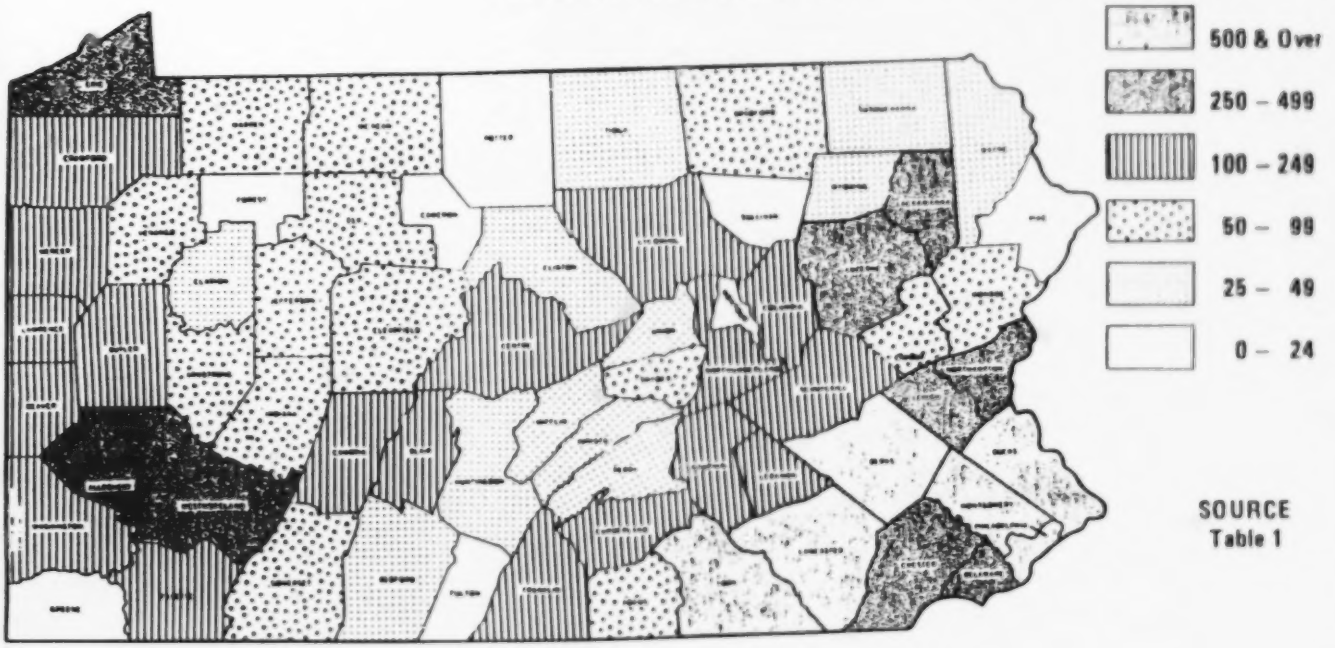
174 EMPLOYERS SURVEYED-All Business Classifications

PENNSYLVANIA GEOGRAPHICAL LISTINGS



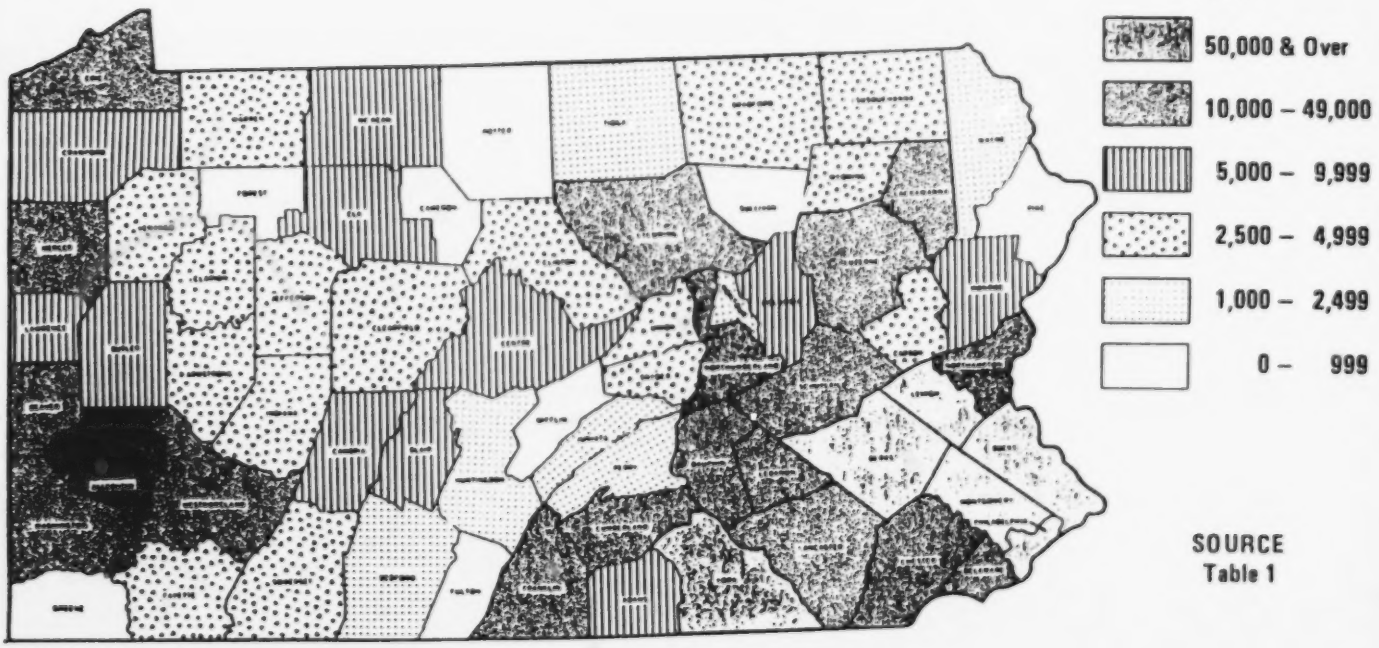
MAP 1

TOTAL NUMBER OF REPORTED MANUFACTURING ESTABLISHMENTS
BY COUNTY, PENNSYLVANIA,



MAP 2

TOTAL NUMBER OF REPORTED MANUFACTURING EMPLOYEES
BY COUNTY, PENNSYLVANIA,



EMPLOYERS INCLUDED IN SURVEY

b6

ACF Indust./Amcar Div.
2nd & Arch St.
Milton, PA 17847

AMP, Inc.
P.O. Box 3608
441 Friendship Rd.
Harrisburg, PA 17105

AT&T Communications
1500 Market St.
15th Floor, Centre Square West
Philadelphia, PA 19102

Acco Industries, Inc./American
Chain Div.
76 Acco Dr.
York, PA 17402

Aetna-Standard Engineering Co.
320 First St.
Ellwood City, PA 16117

Airco Carbon/Div. Airco, Inc.
800 Theresia St.
Saint Marys, PA 15857

Allegheny International, Inc.
2 Oliver Plaza
P.O. Box 456
Pittsburgh, PA 15230

Alloy Rods, Inc.
P.O. Box 517
Hanover, PA 17331

Alpo Pet Foods
P.O. Box 2187
Route 309
Allentown, PA 18001

Alumax Aluminum Corp.
P.O. Box 3167
Lancaster, PA 17604

Alco Standard Corp.
P.O. Box 834
Valley Forge, PA 19482

ARA Services
Independence Square West
Philadelphia, PA 19106

Abbot's Dairies, Inc.
Darien & Pattison Sts.
Philadelphia, PA 19148

Acme Markets, Inc.
124 N. 15th St.
Philadelphia, PA 19101

Air Products & Chemicals, Inc.
P.O. Box 600
Hanover Twp.
Wilkes-Barre, PA 18703

All-Steel, Inc.
Valmont Industrial Park
West Hazleton, PA 18201

Allied Corp.
Margaret & Bermuda Sts.
Philadelphia, PA 19137

Allstate Insurance Co.
1111 Old Eagle School Rd.
Valley Forge, PA 19483

Altemose Co.
390 Valley Forge Plaza
1150 1st Ave.
King of Prussia, PA 19406

Aluminum Corp. of America (Alcoa)
1501 Alcoa Bldg.
Pittsburgh, PA 15219

ecast Industrial Corp.
.O. Box 417
ill St.
eadville, PA 16335

merican Home Foods, Inc.
err St.
ilton, PA 17847

erican Packaging Corp.
ramt Ave. & Ashton Rd.
hiladelphia, PA 19114

mpco-Pittsburgh Corp.
00 Porter Bldg.
ittsburgh, PA 15219

nchor Hocking Corp.
726 Baldridge St.
onnellsville, PA 15425

rco Chemical Co.
rankfort Rd.
onaca, PA 15061

mour & Co.
000 Armour Blvd.
ittsburgh, PA 15205

lantic Richfield Co.
500 Market St.
.O. Box 7258
hiladelphia, PA 19101

ll Glass Container Corp.
Detroit Ave.
ashington, PA 15301

ell Telephone of PA
Parkway
th Floor
hiladelphia, PA 19102

rwick Forge & Fabricating Corp.
O. Box 188
9th St.
rwick, PA 18603

American Cigar, Inc.
P.O. Box 790
Wilkes-Barre, PA 18703

American Insulator Corp.
New Freedom, PA 17349

American Sterilizer Co. (Amsco)
2424 W. 23rd St.
Erie, PA 16514

Amtrak
1617 JFK Blvd.
Room 685
Philadelphia, PA 19103

Anemostat Products Div./Dynamics
Corp. of America
888 N. Keyser Ave., P.O. Box 1083
Scranton, PA 18501

Armco, Inc.
P.O. Box 832
Butler, PA 16001

Atlantic Processing, Inc./Lehigh
Valley Farms
1000 N. 7th St.
Allentown, PA 18001

Aydin Corp.
414 Commerce Dr.
Fort Washington, PA 19034

Beckwith Machinery Co.
P.O. Box 8718
Pittsburgh, PA 15221

The Bendix Corp./Flight
Systems Div.
South Montrose, PA 18843

Bethlehem Corp.
P.O. Box 348
Easton, PA 18042

Bethlehem Steel Corp.
8th & Eton Ave.
Bethlehem, PA 18016

Blue Cross/Blue Shield of
Greater Philadelphia
1333 Chestnut St.
Philadelphia, PA 19107

George W. Bollman & Co., Inc.
110 E. Main St.
Adamstown, PA 19501

Brodart, Inc.
500 Arch St.
Williamsport, PA 17705

The Budd Co.
2450 Hunting Park Ave.
Philadelphia, PA 19132

Butterick Co., Inc.
2900 Beale Ave.
Altoona, PA 16603

Carlisle Corp./Motion Control
Industries
Gillis Ave.
Ridgway, PA 15853

Central Penn National Bank
1700 Arch St.
Philadelphia, PA 19103

Chamberlain Manufacturing Corp.
156 Cedar Ave.
Scranton, PA 18505

City of Allentown
435 Hamilton St.
Allentown, PA 18101

City of Philadelphia
215 City Hall
Philadelphia, PA 19107

Betz Laboratories, Inc.
4636 Somerton Rd.
Trevose, PA 19047

Boeing Vertol Co.
Boeing Center
P.O. Box 16858
Philadelphia, PA 19142

Brockway Pressed Metals
921 Clark St.
Brockway, PA 15824

Brubaker Tool Corp.
Front & Center Sts.
Millersburg, PA 17061

W. Atlee Burpee Co.
300 Park Ave.
Warminster, PA 18974

CDI Corp.
10 Penn Center
12 Floor
Philadelphia, PA 19103

Caterpillar Tractor Co.
P.O. Box 787
Memory Lane
York, PA 17405

Cerro Metal Products/A Div. of the
Marmon Group
P.O. Box 388
Bellefonte, PA 16823

Chemcut Corp.
500 Science Park Rd.
State College, PA 16803-2299

City of Erie
Municipal Bldg.
626 State St.
Erie, PA 16501

City of Pittsburgh
510 City-County Bldg.
Pittsburgh, PA 15219

City of Scranton
N. Washington Ave. & Mulberry St.
Scranton, PA 18503

City of York
City Hall
York, PA 17405

Colonial Metals Co.
P.O. Box 311
Columbia, PA 17512

Colonial Penn Group, Inc.
5 Penn Center Plaza
6th Floor
Philadelphia, PA 19181

Commonwealth Telephone
Enterprises, Inc.
46 Public Sq.
Wilkes-Barre, PA 18703

Consolidated Rail Corp.
6 Penn Center Plaza
Room 1010
Philadelphia, PA 19103

Contraves Goerz Corp.
632 Fort Dusquesne Blvd.
Pittsburgh, PA 15222

Corry Jamestown Corp.
844 E. Columbus Ave.
Corry, PA 16407

The Crouse Group
Lewis Rd.
Linfield, PA 19468

Crozer-Chester Medical Center
15th St. & Upland Ave.
Chester, PA 19013

Dana Corp./Parish Div.
P.O. Box 1422
Reading, PA 19603

Dentsply International, Inc.
500 W. College Ave.
York, PA 17405

Dravo Corp.
1 Oliver Plaza
Pittsburgh, PA 15222

E.I. DuPont de Nemours & Co.
3500 Grays Ferry Ave.
Philadelphia, PA 19146

Eastern Air Lines, Inc.
7 Penn Center
Philadelphia, PA 19103

Edgewater Steel Co.
Allegheny & College Aves.
Oakmont, PA 15134

Empire Kosher Poultry, Inc.
R.D. 3, Box 165
Mifflintown, PA 17059

Ethan Allen, Inc.
77 S. Main St.
Union City, PA 16438

Exxon Co. USA
216 Goddard Blvd.
King of Prussia, PA 19406

FMC Corp.
2000 Market St.
Philadelphia, PA 19103

The Fidelity Bank
Broad & Walnut Sts.
Philadelphia, PA 19109

Fisher Scientific
711 Forbes Ave.
Pittsburgh, PA 15219

Flexsteel Industries, Inc.
107 Pitney Rd.
P.O. Box 4308
Lancaster, PA 17604

Frankford-Quaker Grocery Co.
1 Street & Erie Ave.
Philadelphia, PA 19124

Franklin Mint Corp.
Franklin Center, PA 19091

Geisinger Medical Center
Danville, PA 17821

General Battery Corp.
P.O. Box 1262
Reading, PA 19603

Georgia-Pacific/Container
Div. Plant
One 28th St.
Pittsburgh, PA 15222

P. H. Glatfelter Co.
228 S. Main St.
Spring Grove, PA 17362

B. F. Goodrich Co.
Montgomery Ave.
Oaks, PA 19456

Gould, Inc.
501 E. Erie Ave.
Philadelphia, PA 19134

Gulf Oil Corp.
P.O. Box 1166
Pittsburgh, PA 15230

GTE Products Corp.
1050 E. Broad St.
Montoursville, PA 17754

Hamilton Precision Metals/Div. of
Katy Industries, Inc.
1780 Rohrerstown Rd., P.O. Box 3014
Lancaster, PA 17604

Hanover Brands, Inc.
P.O. Box 334
Hanover, PA 17331

H. J. Heinz Co.
1062 Progress St.
Philadelphia, PA 15212

Henkels & McCoy, Inc.
Jolly Rd.
Blue Bell, PA 19422

Hershey Foods Corp.
14 E. Chocolate Ave.
Hershey, PA 17033

Honeywell, Inc./Process
Control Div.
1100 Virginia Dr.
Fort Washington, PA 19034

IBM
7 Penn Center
Philadelphia, PA 19103

INA Corp.
1600 Arch St.
Philadelphia, PA 19103

Ingersoll-Rand Co.
1 Pump Place
Allentown, PA 18105

International Paper Co.
2100 E. Byberry Rd.
Philadelphia, PA 19116

JLG Industries, Inc.
JLG Dr.
McConnellsburg, PA 17233

Jaunty Textile Corp.
15 Poplar St.
Scranton, PA 18501

Jones & Laughlin Steel Corp.
#3 Gateway Center
Fittsburgh, PA 15263

Kaiser Aluminum & Chemical Corp.
1015 E. 12th St.
P.O. Box 619
Erie, PA 16512

Kennametal, Inc.
P.O. Box 231
Latrobe, PA 15650

Kidder, Peabody & Co., Inc.
3 Mellon Bank Center
26th Floor
Philadelphia, PA 19102

Lady Manhattan Co./Div. of
Manhattan Industries
717 Capouse Ave.
Scranton, PA 18503

Landis Tool Co.
East 6th St.
Waynesboro, PA 17268

Latrobe Steel Co./The Timken Co.
2626 S. Ligonier St.
Latrobe, PA 15650

Lerner Shops
1200 Market St.
Philadelphia, PA 19107

Loranger Plastics/Loranger
Manufacturing Corp.
10-48 Clark St.
Warren, PA 16365

Lyon Metal Productions, Inc.
500 Windsor St.
York, PA 17403

Mack Trucks, Inc.
2100 Mack Blvd.
Box M
Allentown, PA 18015

Marriott Hotel/Marriott Corp.
City Line Ave. & Monument Rd.
Philadelphia, PA 19131

Masonite Corp.
P.O. Box 311
Masonite Rd.
Towanda, PA 18848

McKeesport Hospital
1500 Fifth Ave.
McKeesport, PA 15132

McNeil Consumer Products Co.
Camp Hill Rd.
Fort Washington, PA 19034

Mellon Bank
2 Mellon Bank Center
Philadelphia, PA 19101

Metropolitan Edison Co.
2800 Pottsville Pike
P.O. Box 542
Reading, PA 19640

Milco Industries, Inc.
P.O. Box 568
550 E. 5th St.
Bloomsburg, PA 17815

Milton Shoe Mfg. Co., Inc.
700 Hepburn St.
P.O. Box 317
Milton, PA 17847

Mrs. Smith's Frozen Foods Co.
P.O. Box 298
Pottstown, PA 19464

NCR Corp.
580 Virginia Dr.
Fort Washington, PA 19034

Sears, Roebuck & Co.
3640 Roosevelt Blvd.
Philadelphia, PA 19132

Shamokin Dress Co.
1012 N. Shamokin St.
P.O. Box 567
Shamokin, PA 17872

Shenango, Inc.
900 Neville Rd.
Pittsburgh, PA 15225

Smith Meters/Geosource, Inc.
P.O. Box 10428
3602 Wagner Ave.
Erie, PA 16514

Smithline Clincal Laboratories
200 Allendale Rd.
King of Prussia, PA 19406

Southern Home Services
1200 S. Broad St.
Philadelphia, PA 19145

Superior Tube Co.
P.O. Box 191
Germantown Pike & Cross Keys
Norristown, PA 19404

Sperry Mfg. Co.
School Lane Rd.
Brownstown, PA 17508

Valley Forge Flag Co., Inc.
E. Main St.
Spring City, PA 19475

Warren State Hospital
P.O. Box 249
Warren, PA 16365

The West Co.
E. Bridge St.
Phoenixville, PA 19460

Season-All Industries, Inc.
Route 119 South
Indiana, PA 15701

Sharon Steel Corp.
P.O. Box 270
Farrell, PA 16121

R. H. Sheppard Co., Inc.
P.O. Box 459
101 Philadelphia St.
Hanover, PA 17331

F. L. Smithe Machine Co., Inc.
P.O. Box 36
Duncansville, PA 16635

Snyder's of Hanover, Inc.
P.O. Box 471
Hanover, PA 17331

Sun Co., Inc.
100 Matsonford Rd.
Radnor, PA 19087

Tasty Baking Co.
2801 Hunting Park Ave.
Philadelphia, PA 19129

Thomas Jefferson Univ. Hospital
1025 Walnut st.
Philadelphia, PA 19107

John Wanamaker
1300 Market St.
Philadelphia, PA 19101

Weis Markets, Inc.
1000 S. 2nd Ave.
Sunbury, PA 17801

Westinghouse Electric Co.
Gateway Center
Pittsburgh, PA 15222

iabisco Brands
6425 Penn Ave.
Pittsburgh, PA 15206

Offset Paperback Mfg., Inc.
Route 309
P.O. Box N
Dallas, PA 18612

Oxford Container Co.
P.O. Box 98
New Oxford, PA 17350

J. C. Penney Co.
Bucks County Business Park
905 Wheeler Way
Langhorne, PA 19047

PA Electric Co. (Penelec)/GPU
Human Resources Dept.
1001 Broad St.
Johnstown, PA 15907

Philadelphia Electric Co.
2301 Market St.
Philadelphia, PA 19101

Pittsburgh Press Co.
34 Blvd. of the Allies
Pittsburgh, PA 15230

Power Piping Co.
429 Beaver Ave.
Pittsburgh, PA 15233

Prudential Insurance Co. of America
P.O. Box 388
Fort Washington, PA 19034

Rohm & Haas Co.
Independence Mall West
Philadelphia, PA 19105

Scott Paper Co.
Scott Plaze
Philadelphia, PA 19113

Neville Chemical Co.
Neville Island
Pittsburgh, PA 15225

Oscar Mayer & Co.
3333 S. Front St.
Philadelphia, PA 19148

PPG Industries
1 PPG Place
Pittsburgh, PA 15272

PA Dept. of Transportation
Transportation & Safety Bldg.
Room 812
Harrisburg, PA 17120

PA Shipbuilding Co.
Foot of Morton Ave.
Chester, PA 19013

Philadelphia National Bank
1 N. 5th St.
Philadelphia, PA 19101

Pittsburgh Testing Laboratory
850 Poplar St.
Pittsburgh, PA 15220

Provident National Bank
100 S. Broad St.
Philadelphia, PA 19101

Reading Hospital & Medical Center
6th Ave. & Spruce St.
Reading, PA 19602

C. Schmidt & Sons, Inc.
127 Edwards St.
Philadelphia, PA 19123

Scrantonian-Tribune Publishing Co.
336 N. Washington Ave.
Scranton, PA 18505

Woodstream Corp.
Front & Locust Sts.
Lititz, PA 17543

F. W. Woolworth Co.
1200 Welsh Rd.
North Wales, PA 19454

Zippo Mfg. Co.
33 Barbour St.
Bradford, PA 16701

Zurn Industries, Inc.
1 Zurn Place
Erie, PA 16512